

# Human Body Lab

## BI 131

Biology Department, Montgomery College, Takoma Park, MD

This online Anatomy class is a self-directed and driven course. You will access it directly through Connect.mheducation. No need to log onto MYMC or Blackboard anymore.

Course link:

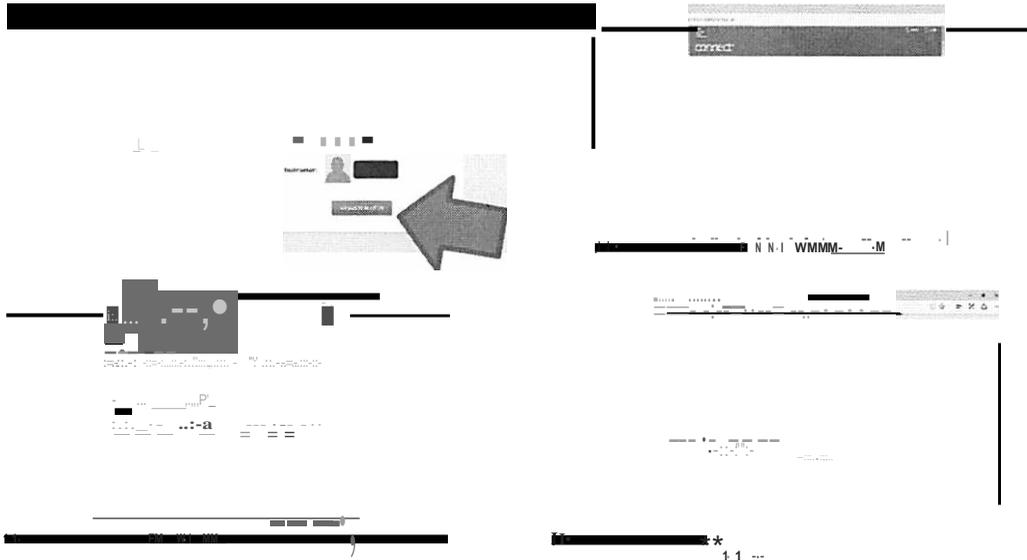
<http://connect.mheducation.com/class/a-chaves-fall-2017-biol-131-chaves>

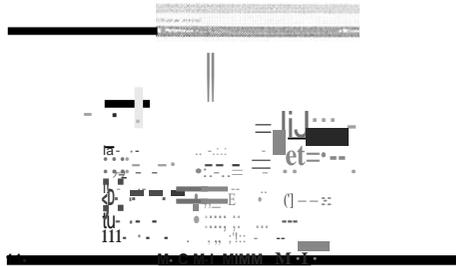
### To Start the Online Anatomy Class

1) Go to <http://connect.mheducation.com/class/a-chaves-fall-2017-biol-131-chaves>

Here' s a like for a short video on how to register:

<https://goo.gl/oYhGFj>





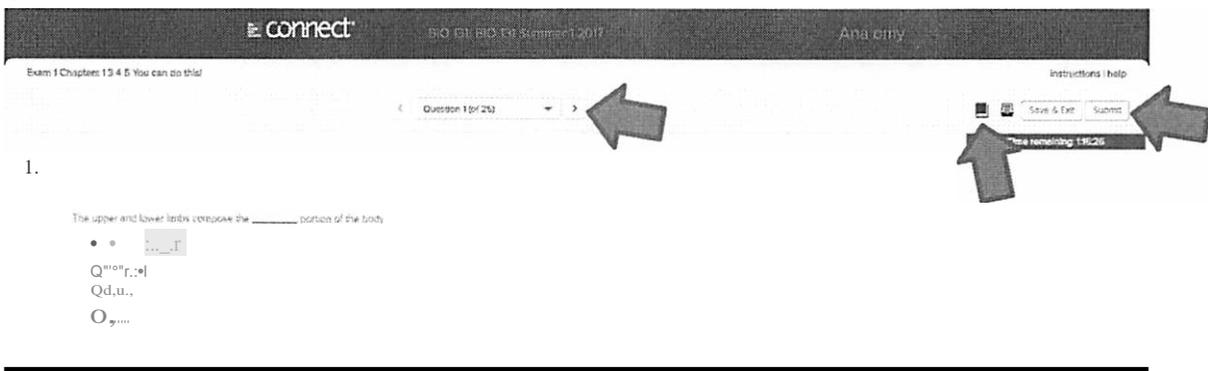
**If you have technical issues with Connect:**

I'd suggest you clear the browser cache and try accessing the site again. The browser cache temporarily stores images, scripts, and other parts of websites you visit. Sometimes this may cause issues overtime. Many issues can be resolved by clearing your browser cache and trying again. If clearing the browser cache doesn't work and you have tried a new browser, you should contact our customer service team directly at **1-800-331-5094** or visit their website to send them an email or participate in a live chat. <http://mpss.mhhe.com/> For all reported issues, a case number is assigned. If you state that your issue is still unresolved after working with tech support, please send me your case number and I will look into the situation further.

The exams are all timed, open book and multiple choice/true false.

There will be **4 exams**, the last of the 4 is the final which is not cumulative. **Exams** will be multiple choice / true false, timed (*80 minutes*), open book and taken on your home computer (you do not need to come to campus; however campus computers are available to students if needed). Every exam is 25 questions and is worth *75 points for a grand total of 300 points for exams*. The exams will be open for a period of about three days and you will need to complete it in one sitting during that time and by the due date.

Click the next the **Arrow** to go to the next question. You can go back to change things. Click the **Book icon** to open up the etext to help find answers. Click **Submit** and the end of the exam.



## Labs:

Throughout the semester, there will be **8 Lab assignments at 5 points apiece for a total of 40 points. You are graded on attempting the lab not the end results as I am looking at effort** All Exams and Labs will appear under Assignments. New assignments will appear at different times throughout the semester when they are due.

**Grades** will be calculated on a Points basis. Exams 1, 2, 3, and 4 at 75 points = 300 points. Labs assignment are 5 points each = 40 and 1 point is given for completing each chapter reading= 16 points and answering questions for a **total of 356 points for the semester**. The strict usual percentages of 90, 80, 70, and 60 are in place.

So if you have 90% or more of the total points **356** you have an A

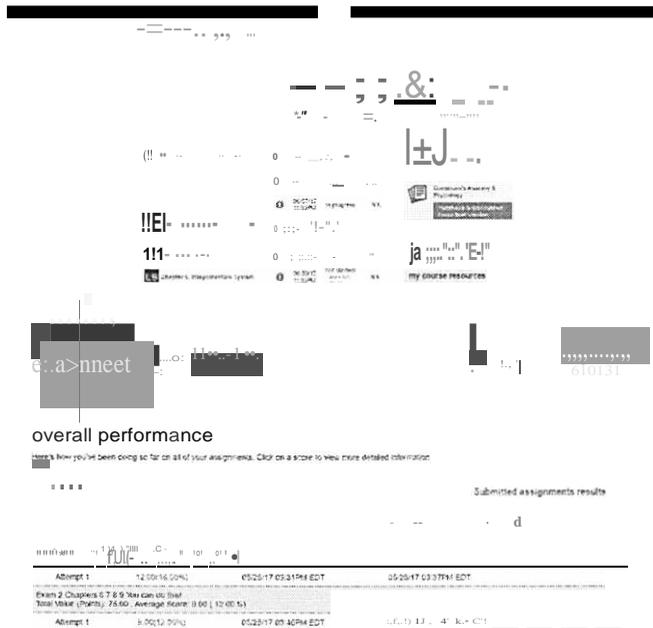
80- 89% = B

70- 79% = C

60- 69% = D

< 60% = F

To find your grades click on Performance then Reports



## COURSE DESCRIPTION

*This lab course is designed for non-biology majors. It introduces students to the structure and function of human body systems. Topics include basic chemistry, cell structure and function, tissues and various organ systems (e.g. the integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, immune, digestive, urinary, and male & female reproductive systems).*

## ATTENDANCE

**Attendance:** Since this is an online only course students will be able to access the course information and activities from any compatible computer. Montgomery College also provides use of computers on campus to access the course.

**Late Openings and Early Closings:** Will not affect access to the course.

**Withdrawal from Class:** If you are considering withdrawing from class, let me know first to discuss your academic progress and potential. To view withdrawal and refund deadlines for our class, log into your *MyMC* account, choose *Student Quick Links*, select *My Class Schedule*, select the current term, select *View Drop Deadline Dates* found at the bottom of the page. If you decide to withdraw from the course, you must do so **officially** by the last day to withdraw; i.e., you are required to complete a *Registration/Schedule Change* form found at <http://www.montgomerycollege.edu/admissions/StudentForms/StudentForms.htm>. Submit the form to the Admissions and Records Office by the due date listed on your invoice/class schedule that you receive at the time of registration. If you stop participating in class, yet fail to complete all necessary paperwork to remove your name from the class roster; you will automatically receive a grade of "F" for the semester.

Please contact Registration for clarification of Drop Dates.

## COMMUNICATION

**If you need to contact me through e-mail, use your Montgomery College student e-mail account (rather than a Yahoo or other external account) so I can quickly respond to you as one of my students. If your e-mail message is time sensitive, please follow-up with a voice mail message to my phone number provided at the beginning of this syllabus at 240-567-1453**

## CLASSROOM POLICIES

**Behavior:** Each and every student is expected to behave in ways that promote a learning and teaching atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior. All class related discussions should be carried out in a way that keeps the classroom environment respectful of the rights of others. Students are also expected to conduct themselves in ways that create a safe learning and teaching environment that is free from such things as violence, intimidation, and harassment, including sexual harassment. Your rights and responsibilities as a student at Montgomery College are described in the *Student Code of Conduct* as item number 42001 at <http://cms.montgomerycollege.edu/pnp/> - Chapter 4.

**Scheduling and Timing:** Exam dates and chapters covered are given on the class Schedule. Each exam/quiz is to be submitted by the announced completion time or you will receive zero points, an "F" grade, on that exam.

**Make-ups:** You are expected to take each exam at the scheduled times. You may make-up no more than ONE exam and **only with a valid, documented excuse (doctor's note, police report etc.). Make-up exams may be given during finals week** to help you keep on schedule with the course curriculum and to allow your instructor adequate time to develop a make-up exam.

**Academic Honesty:** All graded assignments, quizzes, and exams are to be the results of **your own efforts**. Academic dishonesty or misconduct is described in the *Student Code of Conduct* at <http://cms.montgomerycollege.edu/pnp/#Chapter 4>. Violations of the *Code* will not be treated lightly. Any cheating, copying, or other form of academic dishonesty will result in a failing grade (0 credit) for the assignment and could result in a failing grade in the course. All parties involved in the cheating will receive a O for the assignment.

Montgomery College and your professors are committed to imposing appropriate sanctions for breaches of academic honesty. The Student Code of Conduct in the Student Insider's Guide includes the following on cheating:

Students are expected to present **their own work in all coursework and examinations**.

Some examples of cheating as it might occur in examinations are as follows:

- a. **Copying the work of another student during an examination or helping another to complete the exam.**
- b. **Permitting another student to copy one's work during an examination.**
- c. Using unauthorized notes, crib sheets, additional sources of information, or other material during an examination such as electronic devices.
- d. Writing the answer to an exam question outside of class and submitting that answer as part of an in-class exam.
- e. Taking an examination for another student.
- f. Having an examination taken by a second party.
- g. Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.

Students who engage in any act adjudged by the classroom instructor to constitute academic dishonesty or misconduct are subject to any and all sanctions deemed appropriate by the classroom instructor.

Grade sanctions may range from an "F" on the examination in which the dishonesty occurred to the maximum sanction of an "F" in the course. Your professor also has the prerogative of referring a case to the campus Dean of Student Development with the specific request that the Dean consider imposing additional sanctions.

**Support Services:** Student who may need an accommodation due to a disability should make an appointment to see me during my office hours. A letter from Disability Support Services (DSS) authorizing your accommodations may be needed. The DSS office is located in the Student Services Pavilion (ST133) and may be called at 240-567-1480.

Dates	ASSIGNMENTS: Exams and Labs	Chapter Readings
		concentrating on specific
		sections below along with Introductions
Optional Readings	Interesting disease related sections but you won't be tested on them	Ch:sec 5:7, 6:8, 7:6, 8:9, 9:4,11:8,12:11,13:8, 14:8,15:11,16:6, 17:9
8/24		Chapter 1 sections 1,2,4
		Chapter 3 sec 2
		Chapter 4 sec 1,2,3,4
		Chapter 5 sec 2,4
9/14	<b>Exam 1 Opens</b>	
9/16	<b>Diffusion and Microscopy Labs due</b>	
9/16	<b>Exam 1 Due (Ch 1 3 4 5)</b>	
		Chapter 6 sec 2,4,5,6
		Chapter 7 sec 1,4,5
		Chapter 8 sec 2,4,5
		Chapter 9 sec 3
10/12	<b>Exam 2 Opens</b>	
10/14	<b>Reflex Arc and Eye Labs due</b>	
10/14	<b>Exam 2 Due (Ch 6 7 8 9)</b>	
		Chapter 10 sec 1

		Chapter 11 sec 1,7
		Chapter 12 sec 1,5,7
		Chapter 13 sec 1,2
11/16	<b>Exam 3 Opens</b>	
11/18	<b>Blood and Blood Pressure Labs due</b>	
11/18	<b>Exam 3 Due (Ch 10 11 12 13)</b>	
		Chapter 14 sec 1
		Chapter 15 sec 1,2
		Chapter 16 sec 1,2
		Chapter 17 sec 1,4,7
12/14	<b>Exam 4 Opens</b>	
12/16	<b>Respiratory and Digestive Labs due</b>	
12/16	<b>Exam 4 Due (Ch 14 15 16 17)</b>	